

78-3468/1

Exemptions Register

78-2534/1

1 Sept - 78

MEMORANDUM FOR: Deputy Director for Resource Management  
Deputy Director for Collection Tasking  
✓ Deputy Director for Administration  
Deputy Director for National Foreign Assessment  
Deputy Director for Operations  
Deputy Director for Science and Technology

FROM: Frank C. Carlucci  
Deputy Director of Central Intelligence

SUBJECT: Sensitive Document Control

1. Because of recent events I have directed a total and comprehensive review of all personnel security, physical security, and information control activities in the Agency. While this review will focus on our entire security program, its final conclusions and recommendations will take some time to develop.

2. Recognizing that the results of this review may produce significant changes in our security policies and procedures, there are certain actions in the security area that are being pursued immediately without waiting for the comprehensive study to be completed. One of these actions involves moving toward positive accountability for those classified documents uniquely and especially deserving of tight security controls due to the breadth of their contents or to their unusual sensitivity.

3. I hereby task each of you to review immediately your classified holdings to identify your extraordinarily comprehensive and sensitive materials, those obviously warranting especially strict controls. I am talking about that classified material, mostly Top Secret including some Sensitive Compartmented Information, which by its nature, if compromised, would be especially revealing, would have extraordinarily adverse impact on our national security or which would deliver a staggering loss of sensitive intelligence capability.

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4. Having identified such materials within your purview I would expect you to institute immediately a system of personal accountability and segregated storage for such materials.

5. I also expect you to report to me on the actions you have taken on this matter no later than 15 September 1978.

/s/ Frank C. Carlucci

Frank C. Carlucci

cc: GC  
IG  
LC  
A/DCI/PA  
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D/EEO

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31 AUG 1978

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File Security

MEMORANDUM FOR: Deputy Director of Central Intelligence

VIA: Deputy Director for Administration

FROM: Robert W. Gambino  
Director of Security

SUBJECT: Sensitive Document Control

1. Action Requested: This memorandum recommends that you task all elements of the Agency and the Office of the DCI to institute immediately a strict control system over the storage and accountability of acutely sensitive classified documents.

2. Background: In response to your request the Office of Security is in the process of conducting a comprehensive review of all Agency security practices. This review will predicate recommendations for the improvement of our overall security posture.

3. Staff Position: The Office of Security in the initial stages of its review of Agency security practices has already concluded that our accountability practices with reference to sensitive material are wanting. This deficiency will require more detailed study, before long-range resolution can be defined; the solution is complicated by the continuing need for rapid dissemination of intelligence material among operating components of the Agency.

In our view, however, the issue cannot be totally ignored pending completion of the ongoing study. As a first step, therefore, certainly to be supplemented by the review's final recommendations, it is felt that a system of positive accountability and segregated storage should be instituted immediately over the select kernels of Agency sensitive documents.

Since it is recognized that security is both a responsibility and function of the command channel, implementation of such a system must be pursued through the chain

of command. The attached memorandum, prepared for your signature, to the Deputy Directors and Heads of Independent Offices tasks these individuals to institute such controls immediately. The thrust of the tasking is designed as at least a temporary fix on one aspect of the recent case, viz., the loss of a critically sensitive document without its coming to Agency attention for almost a year and then, in a sense, only fortuitously.

4. Recommendation: It is recommended that you sign the attached memorandum tasking the Deputy Directors and Heads of Independent Offices as described in paragraph 3 above.

STAT

Robert W. Gambino

Attachment

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